

CHECKLISTS for ARTS EDUCATION

Applicant Name _____ Date _____

For detailed instructions, be sure to read *How to Apply* in each section, application requirements, and *Preparing Work Samples* on page 57.

ALL APPLICANTS INCLUDE ALL ITEMS ON CHECKLIST PLUS:

- ☐ The *Agency Acknowledgement Card*, self-addressed and stamped.
- ☐ Checklist – Attach this completed checklist to the top of your application packet.
- ☐ The optional survey form on page 67 helps us to provide better service.
- ☐ An adequately-sized, self-addressed stamped mailer if you want work samples returned.

QuickFund\$: Arts Education Quick Project

- ☐ completed application form 6
- ☐ budget form 6-B
- ☐ in-kind contributions (if applicable, fill out Supplement A, page 41)
- ☐ two-page response to narrative questions
- ☐ résumés of key personnel, consultants, and artists
- ☐ work samples for non-rostered artists, key partners or organizations*
- ☐ support materials, such as a schedule of activities, letters of support from school principal or community partners, curriculum guides, or examples of past student work that demonstrate artistic and educational quality

QuickFund\$: Professional Development for Educators

- ☐ completed application form 7
- ☐ budget form 7-B
- ☐ one-page response to narrative questions
- ☐ your résumé (up to two pages)
- ☐ support materials that will strengthen your application, such as a letter of acceptance, conference brochures, or workshop information, articles, résumé or work samples* of person from whom you will learn

QuickFund\$: Teacher Incentive

- ☐ completed application form 7
- ☐ budget form 7-B
- ☐ two-page response to narrative questions.
- ☐ résumés of key personnel, consultants, and artists
- ☐ work samples for non-rostered artists, key partners or organizations*

Arts Education Project Grants

- ☐ completed application form 6
- ☐ budget form 6-B
- ☐ in-kind contributions (if applicable, fill out Supplement A, page 41)
- ☐ up to four-page response to narrative questions
- ☐ list of project's key personnel and planning or advisory committee members, including their role, professional expertise, and affiliation
- ☐ résumés or biographical sketches for key personnel, artists, and consultants involved in the project
- ☐ three to four letters of support from executive directors of organizations, school principals, planning or advisory committee members, etc. that demonstrate an understanding of and a commitment to the project
- ☐ work samples* for non-rostered artists, key partners or organizations
- ☐ up to three pieces of audio, visual, published materials from applying organizations and key partners, curriculum guides or examples of past student work that will help the panel understand the artistic and professional quality

* See *Preparing Work Samples* page 57.

NOTE: Rostered artists are those included in the *Directory of Teaching Artists*.